

COVID 19: RISK ASSESSMENT

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| Educational Setting | Howard Primary School |
| Activity / Task | COVID-19 Risk Management Assessment (Educational Settings) for Phase 2 Re-Opening and Recovery |
| Completed by & Date | Alison Weir 17.7.20, 10.8.20, 24.8.20, 4.9.20, 20.10.20, 26.10.20, 1.11.20, 30.11.20, 2.1.21, 3.1.21 |
| Review Date | 3.1.21, 6.1.21, 12.1.21, 21.1.21, 4.2.21, 24.2.21, 4.3.21 |

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| What are the hazards? | Who might be harmed and <i>how</i> ? | What are you doing already? | What further action is necessary? | Action by whom? | Action by when? | Done |
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| Prevention | Children and staff spread of infection. | <ol style="list-style-type: none"> 1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2. Where recommended, the use of face coverings in school 3. clean hands thoroughly more often than usual 4. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 5. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and cleaning products (as trained to use) 6. minimise contact between individuals and maintain social distancing wherever possible 7. Always keep occupied spaces well ventilated 8. where necessary, wear appropriate personal protective equipment (PPE) <p>Medical room will be used as an isolation room for those with symptoms of suspected Covid-19. The medical room has a glass door so staff will supervise socially distanced, using PPE supplies provided in school.</p> <p>Supplies of soap, paper towels and hand sanitiser are available and are readily available in toilet areas, classrooms, office spaces, staff room and entrances. Hand sanitising stations have been set up around the school and outside toilet entrances.</p> <p>Tissues and lidded disposal bins are available in every classroom.</p> <p>Additional supplies of disinfectant cleaning spray and anti-bacterial wipes have been ordered. Additional cleaning regimes are in place- tables will be</p> | <p>This risk assessment will be shared with staff. Staff will be briefed on safety controls in this risk assessment.</p> <p>Use of supplies will be monitored through a weekly stock check and regular cleaning will be logged through cleaning logs.</p> | <p>All staff Alison Weir Tom Chaplin Tom Chaplin/ Alison Weir Tom Chaplin/</p> | <p>September 2020/ January 2021/ March 2021</p> | |
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| | <p>wiped down at lunchtime, as are high contact areas such as door handles and light switches. Toilets are additionally cleaned at lunchtime.</p> <p>Staff will continue to be encouraged to remind children to hand sanitise and handwash regularly throughout the school day, also when entering the building after being outdoors.</p> <p>Pupils will continue to have their own individual sets of equipment to avoid sharing of resources. In EYFS and year 1 shared resources will be sterilised daily with Milton.</p> <p>Staff will continue to be encouraged to socially distance in staffrooms only with staff from their allocated bubble and will have staggered break times.</p> <p>Mitigating risks guidance has been shared with all staff.</p> <p>Ventilate classrooms and offices regularly through opening windows and doors to allow flow of fresh air</p> | | <p>Cleaning staff</p> <p>All staff</p> <p>EYFS/ Year 1 staff</p> | | |
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| Delayed/ Late Response to Infection | Children and staff through spread of infection. | <p>9. engage with the NHS Test and Trace process</p> <p>10. manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>11. contain any outbreak by following local health protection team advice</p> <p>Follow Anglian Trust guidelines, based on Public Health guidance and flowchart for suspected cases of coronavirus.</p> <p>NHS phone numbers and website has been shared with parents for suspected cases and obtaining tests.</p> <p>Period of self-isolation when displaying any Covid related symptoms is 10 days.</p> <p>Engage with NHS Track and Trace programme when applicable.</p> <p>Following a suspected outbreak, inform public health and Director of Operations at Anglian Learning (as per Anglian Learning guidelines).</p> | Protocol for the response to suspected coronavirus cases will be shared with all staff. | Alison Weir All staff | September 2020 onwards | |
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| No Contingency planning in place for a further outbreak | Children and staff through spread of infection. | <p>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality.</p> <p>Following a suspected outbreak, inform public health and Director of Operations at Anglian Learning (as per Anglian Learning guidelines).</p> <p>In the event of temporary closure, school will direct parents to online learning via Google classrooms and Oak National Academy materials (see remote learning document).</p> <p>If required, school to follow school closure protocols though liaison with Anglian Learning Trust and Suffolk Local Authority.</p> | | Alison Weir | As required | |
| No Social Distancing in school | Children and staff through spread of infection. | <ul style="list-style-type: none"> School has reviewed and measured the total space available for teaching activities beyond classrooms. Fire exit routes are not compromised. All pupils to return during first week back in September with exception of nursery, reception and identified high needs children with staggered starts School will run three separate “bubbles” of up to 60 children in separate classroom areas with own separate entrance/exit and allocated outdoor spaces for each bubble. <ul style="list-style-type: none"> -EYFS and Year 1 -Year 2/3 and Year 3/4 -2 x Year 5/6 A nurture provision will run alongside the bubbles Each bubble will remain in their allocated classroom area and outdoor space throughout the day. Staff and pupils will not cross into other ‘bubbles’ or enter their allocated space. | | A Weir to check stock and order equipment for children as required e.g. pencil cases, pencils, glue sticks, playdough, rubbers, scissors etc. | September 2020 onwards | Completed May 2020 Orders for equipment placed July 2020 |

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| | | <ul style="list-style-type: none"> • All classrooms have external doors (except one) that the children will use. • Pupils will be assigned their own forward facing desk (spaced out) to be used throughout the week in year 1 and 6. • Pupils will assigned their own stationery resources/ equipment such as pens, scissors etc • To assist with maintaining cleaning schools to use one classroom per class per day to observe social distancing and access to desks • Class furniture will continue to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible. • EYFS and Year 1 classrooms will allow the children to have access to continuous provision with consideration for cleaning and safety • Secure rooms / facilities not required (art room, cooking room) will not be in use. Classrooms have been deep cleaned. Any areas identified as not being needed for extended periods of time (as above) have been mothballed to reduce potential contamination. • Children will not move around inside the school building. They will access their allocated toilet area (socially distanced). <ul style="list-style-type: none"> -Hedgehog class to use EYFS toilets -Owl class to use toilets in Owl cloakroom -Rabbit class to use one set of toilets between Rabbit/Badger classroom -Badger class to use one set of toilets between Rabbit/Badger classroom -Fox class to use one set of toilets outside Otter classroom -Otter class to use one set of toilets outside Otter classroom -Nurture group to use toilets beside KS1 entrance • Clear signage indicting one-way systems continues to be in place and social distancing rules will be adhered to. • Clear directional signage for visitors/staff and students continues to be in place | | <p>T Chaplin and staff to move furniture as required.</p> <p>A Weir/ T Chaplin to ensure signage and hand sanitising stations are in place.</p> <p>A Weir/T Chaplin to ensure allocated toilet areas.</p> <p>All staff to ensure children</p> | | <p>Markings in 7orridor and hand sanitising stations in place since June 2020.</p> |
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| | | <ul style="list-style-type: none"> • All visitors to site will continue to be requested to hand sanitise on arrival. • Regular handwashing for all pupils and staff will continue throughout the day. • Hand sanitiser stations are in each classroom and outside each toilet area. • The children will continue to have access to the field and hard surface but will use their own bucket of outdoor play equipment. • Staff will continue to ensure that social distancing is in place during all face to face communication • Additional staff will continue to be placed at the gates of the schools at the beginning and end of the day to ensure social distancing by the adults outside • Ideally, classrooms should open all their windows and doors to allow fresh air ventilation. • Shared equipment such as books are kept in individual classrooms and not shared between bubbles. • PE lessons will continue to take place outside in class groups. Children will change into PE kit in the classroom. Children will be required to wear appropriate footwear for outside PE, Any PE equipment that is used must be cleaned after use. For specific guidance see Association for Physical Education Covid 19: Interpreting the Government Guidance in a PESSPA context document (May 2020) and Cambridgeshire County Council PE Covid guidance (May 2020) • Science lessons will not take place in the art/STEM room. All activities will take place in allocated bubble classrooms or outdoors. For specific guidance on use of science labs see:- http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-in-a-partially-reopened-school-Science.pdf | | <p>follow signage and enforce social distancing</p> <p>Office staff to ensure visitors hand sanitise on arrival.</p> <p>Staff to ensure children follow guidance on toilet use and use of equipment.</p> <p>TC/ AW/ SP to be outside on</p> | | |
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| | | <p>http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx</p> <ul style="list-style-type: none"> • Staggered breaks will ensure children do not mix between bubbles • Lunches will continued to be eaten in bubble classroom or outside areas. • Interventions, 1:1 tuition and boosters will take place socially distanced or online. • Marking will continue to be done in school wherever possible with staff having minimal contact with children’s books. • Schools should not use practical lessons for DT/Science/IT subjects where there is a higher risk of cross contamination through use of equipment. • School to continue to regularly review risk assessments • Unnecessary equipment is removed from classrooms • EY outside space is maximised to enable further distancing between pupils • Activities in EYFS will continue to be spaced out • Continue to ensure that activities in EYFS do not encourage groups to congregate and staff to disperse children • Continue to use self-adhesive spots and tape along corridors to ensure 2m spacing for access to toilets. • Continue to use tape to cordon off unused areas of school • As of 4th July 2020 following updated guidance, outdoor fixed play equipment can be used (this is when outdoor play parks can reopen). Children MUST wash hands before and after use and only one bubble allowed on the play equipment in their own allocated area. Equipment will be cleaned and wiped down using anti-bacterial products at the start of each day and social distancing must be observed. • See separate risk assessment for working in offices. • All staff meetings to take place online (from January 2021) | | <p>site at beginning and end of day.</p> <p>Teaching staff</p> <p>All staff</p> | | |
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| | | <ul style="list-style-type: none"> The overarching principle applied is reducing the number of contacts between children and staff. | | | | |
| Use of face coverings | Staff and children in school | <ul style="list-style-type: none"> Staff to wear a face covering or mask at all points when outside of their allocated bubble area Parents to wear a face covering or mask when on site and at reception. Parents will only enter the school building in exceptional circumstances and will wear a mask at all times The wearing of face masks by staff in classrooms as an additional method of reducing the transmission of Covid 19, reflecting the increased transmission risk caused by the new variant, is advised and encouraged, although not mandatory. Pupils wearing masks is not advocated because with primary age children it will be impossible to ensure their use does not inflate the risk of transmission | | All staff All parents (A Weir to communicate with parents) | From January 2021 From 13.1.21 | |
| Testing for staff | Staff in school | See separate risk assessment around testing of staff using lateral flow tests. | | A.Weir | January 2021 | |
| Local outbreak of coronavirus (Covid-19) | Children and staff through spread of infection. | <ul style="list-style-type: none"> In line with the DFE expectations, school will remain open for critical workers and vulnerable children, following government guidance, Guidance For Educational And Childcare Settings In The Event Of A Local Outbreak And Subsequent Local Lockdown. In the event of a local outbreak of coronavirus (COVID-19) people in the area will be asked to stay at home as much as they can, and the government will recommended against all but essential travel. | | A. Weir in conjunction with Anglian Learning Trust | As and when required by public health | |

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| | | <ul style="list-style-type: none"> School will work together with Early Years Providers, Schools, Colleges, Local Authorities and Trusts to ensure that settings are supported to stay open for priority groups based on the government guidance of critical workers https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision to ensure that there are enough places for priority groups. | | | | |
| Cleaning | Risk of spread of infection to children and staff | <ul style="list-style-type: none"> Whole school has been deep cleaned before staff and pupils return to school. Classrooms to be cleaned prior to reopening for use. Daily deep clean of areas in use Continue to ensure that bikes and trikes are wiped down between use in EYFS Continue to select resources for EYFS/ Year 1 that are easy to keep clean e.g lego and sterilise in Milton fluid at the end of each day Continue to review cleaning hours with cleaning in house provision to accommodate eating areas (check specification of areas included) Outdoor play equipment can now be used and staff will ensure pupils wash their hands afterwards. | <ul style="list-style-type: none"> | EYFS / Year 1 staff to ensure Milton sterilising is done daily and resources are rotated accordingly | September 2020 onwards | Deep clean August 2020 |
| | | | | Cleaning staff to ensure daily deep clean | | |
| | | | | A Weir/ P Rayner to liaise with | | |

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| | | <ul style="list-style-type: none"> • If school has been informed that someone has tested positive with covid-19 then any area/room they have accessed will be secured for 72 hours then undergo a thorough clean. • Continue to ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. • More frequent cleaning procedures to continue to be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs and door handles ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. • Replace fabric chairs with plastic which must be wiped down after use • Staff/students must continue to sanitize their hands prior to entering the classroom. Sanitizer dispenser to be positioned outside the classroom. They are then to wash their hands. | | <p>T Chaplin re cleaning procedures</p> <p>T.Chaplin/ P. Dunn to complete COSHH risk assessment</p> <p>Cleaning team to wipe down chairs daily after use</p> <p>Cleaning team to wipe down staff desk daily after use</p> <p>Children and staff to take responsibili ty for wiping</p> | | |
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| | | <ul style="list-style-type: none"> No shared ICT resources and cleaning of staff desk after each staff changeover. All equipment – keyboard/mouse/work surface/screen must continue to be wiped down with anti-bacterial wipes after each use <p>The following guidance “Cleaning the workplace during the coronavirus pandemic” issued by Cambridgeshire and Peterborough County Council has been approved by Public Health and has been shared with cleaning staff</p> | | down their own work area at end of day. | | 04.01.21 |
| Lunchtime Catering facilities | Risk of spread of infection to children and staff | <ul style="list-style-type: none"> 1 member of catering staff to work socially distanced in the school kitchen. Social distancing will continue to be applied for queuing and seating arrangements Lunch will continue to operate on a grab and go basis and to be delivered to classrooms in disposable containers Lunch to continue to be eaten in classrooms or outside. No children will access dining room areas. Lunch times will be staggered with two distinct timings. Catering contractors will share their own risk assessment (Aspen risk assessment) with school, in addition to school risk assessment. | | A Weir/ K Hamlin/ C. Main to liaise with Vertas re catering procedures . MDSAs to deliver lunches to bubble areas. | From September 2020 | |

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| Fire Safety | Risk of fire to children and staff | <ul style="list-style-type: none"> • Ensure all emergency escape routes / doors are fully operational and kept clear. • Reminders to staff and pupils that if the fire alarm is activated that they must still keep social distancing when at the evacuation point. • Follow any PEEPs (personal emergency evacuation plans) as and when required. | <ul style="list-style-type: none"> • Drills must be undertaken and fire risk assessment reviewed to reflect any changes to routes. • Clear communication to children how to line up at assembly points | A Weir to organise (with Tom Chaplin) regular fire drills (including early September) when children return | Autumn term 2020 and ongoing | |
| Access/Egress of school building | Risk of spread of infection to children, parents and staff | <ul style="list-style-type: none"> • One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. • Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). • During start and end of day doors opened to avoid cross contamination • Increased cleaning of handles and touch plates. • Allocated drop off and collection times • Traffic management and risk assessment to continue to be reviewed • Clear directional signage • Staggered start and collection times for each bubble • One way system for entering and exiting the school site for parents – enter through pedestrian gate (to be opened only at time of arrival / departure so no waiting) and exit via vehicle gates. • Only parents of designated bubble allowed onto site at the allocated time | | <p>A Weir to communicate drop off/ collection arrangements with parents</p> <p>A Weir and T Chaplin to ensure signage is in place</p> <p>Regular cleaning</p> | September 2020 | |

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| | | <ul style="list-style-type: none"> • Markings on playground with tape 2m apart for parents to wait on. • Children to be continue to be collected from designated exit door. • Continue to provide relevant guidance to parents on drop off and pick up arrangements. Parents must not congregate outside the school premises. | | throughout day- T Chaplin to coordinate | | |
| First Aid | Risk of spread of infection to children and staff | <ul style="list-style-type: none"> • The requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. • Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. • Review of the First Aid policy to include consideration of the risk of infection of covid-19. • Provide dedicated room to be used solely for anyone who shows signs of symptoms • Room must be deep cleaned with approved disinfectant after each use. In the event of a positive case, the room must be secured for 72hrs then undergo a deep clean • First aider to use PPE provided when dealing with suspected covid case • All 'bubble' groups to have designated first aider • Every room to have first aid pack – first aid room only to be used in emergencies • First aid providers have resumed first aid training and assessment. FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021. | First aid providers have resumed first aid training and assessment. FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021 | <p>A.Weir to ensure first aid equipment is well stocked and available in each bubble area</p> <p>A Weir to ensure majority of staff have paediatric first aid training</p> <p>SLT to review First Aid</p> | <p>January 21</p> <p>April 2020</p> <p>04.01.21</p> | <p>4 x PPE equipment supplied by Suffolk LA in place April 2020</p> <p>Medical room available for isolation of anyone who displays symptoms</p> |

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| | | <ul style="list-style-type: none"> • Covid risk assessment and Site Specific First Aid Policy is regularly reviewed and any changes have been shared with staff. | | <p>policy, develop and share protocols.</p> <p>Dates of First Aid qualification are checked regularly to ensure validity and requalifications undertaken where required.</p> | | |
| Waste | Risk of spread of infection to children and staff | <ul style="list-style-type: none"> • Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely • Bins should continue to be emptied daily. • Lidded bins are available in each room. • Any potential hazardous waste to be double bagged before disposal. | <ul style="list-style-type: none"> • Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. | T Chaplin and cleaning team | From September 2020 | |

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| Break/Lunch times | Risk of spread of infection to children and staff | <ul style="list-style-type: none"> The school will continue to stagger breaks/lunchtimes to achieve the social distancing required. Staff/students will continue to be encouraged to bring their own water bottles Playground equipment must not be shared between bubbles to limit risk of transmission and will be washable Make use of hard space and field for each group No mixing between bubbles during break times Non contact sports and games will be encouraged If necessary, ensure that children remain in their allocated inside bubble space during wet weather breaks | <ul style="list-style-type: none"> Consider use of individual wet weather footwear (wellies) to allow access to field in all weathers | <p>A Weir to communicate this to staff and pupils</p> <p>All staff MDSAs</p> | From September 2020 | |
| Staff/Pupils within the shielded group | Risk of spread of infection to children and staff | <ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group cannot now attend school as per the Government guidelines. This includes pregnant staff over 28 weeks or with underlying health conditions. Staff/pupils that meet the criteria as moderate risk of infection e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. Anglian Learning HR template will be completed by SLT to identify staff at increased risk from Covid and to ensure necessary individual risk assessments are completed for staff at increased risk. | | <p>A Weir to liaise with staff or parents as required</p> | January 2021 | |
| Wellbeing | Risk of adverse effects on mental health | <ul style="list-style-type: none"> Curriculum planning reflects a major emphasis on PHSE and mental health Daily PHSE sessions with children Prioritise opportunities for social interaction with peers, carers and teachers, which benefits wellbeing. Staff have access to resources to support vulnerable pupils https://www.minded.org.uk/, https://covid.minded.org.uk/ | <ul style="list-style-type: none"> Share relevant web links with staff on INSET days | <p>A.Weir and Senior Leadership Team</p> <p>All staff</p> | From September 2020 | |

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| | Lack of confidence in control measures | <ul style="list-style-type: none"> Staff have access to a new training module for teachers which has been published to support them in giving lessons on the Government's new Relationships, Sex and Health Education (RSHE) curriculum, which makes mental health and wellbeing a compulsory part of pupils' education. Staff have access to support and a helpline to support with their own wellbeing https://www.educationsupport.org.uk/ Covid 19 RA consulted with staff, Covid 19 RA reviewed and updated by Head, QA undertaken by Trust Director Wellbeing forum for staff concerns to be logged and actioned | Staff consultation feedback and actions evidenced/dated in RA RA updates/reviews must be dated | Headteacher | 3.1.21, 4.1.21, 6.1.21 January 2021, March 2021 | |
| Contractors | Risk of spread of infection to contractors, staff and children | <ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. Essential works must observe social distancing rule Contractors to minimise contact with school fixtures and fittings T Chaplin, caretaker, to regularly check compliance with school risk assessment through liaison with site manager | <ul style="list-style-type: none"> School to share risk assessment with contractors Contractors will be on site from August to October replacing windows and cladding. Risk assessment to be shared with contractors. | T Chaplin/ K Hamlin to ensure that contractors provide risk assessments | From September 2020 | |
| Property Compliance | Risk of property | <ul style="list-style-type: none"> Staff maintaining Every system | | T Chaplin/ K Hamlin to | On-going | |

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| | <p>hazards to children and staff to be minimised</p> | <ul style="list-style-type: none"> The school has ensured statutory compliance checks (fire, water, gas) have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. Review of building projects, review contractors risk assessments to ensure in context with current government and PHE guidance Conduct Health & Safety inspections Report to the Health & Safety committee and IEB Deep Cleans have taken place since Covid 19 and daily sanitising takes place in areas in use Follow HSE guidelines on use of air conditioning units https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=intro-1&utm_content=aircon-22-jun All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. Ongoing urgent property work to be undertaken in line with social distancing Statutory inspections to continue by external providers for high risk areas such as Fire, water, gas. Contractors to adhere to COVID 19 guidance, displayed at reception. | | <p>carry out compliance checks, ensure EVERY system is updated and to liaise with P Dunn as appropriate.</p> <p>A.Weir</p> | | |
| <p>Hygiene / Washroom</p> | <p>Risk of spread of infection to children and staff</p> | <ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. All classrooms supplied with hand soap and/or sanitiser | | <p>T Chaplin to check stock and liaise with P Dunn to order</p> | <p>From September 2020</p> | |

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| | | <ul style="list-style-type: none"> Regular handwashing breaks throughout the day for pupils Pupils should continue to access the toilets one at a time, in a formally socially distanced queue with floor markers to indicate social distancing. Hand washing must take place. Caretaker to continue to check in-house provision check of stock and order in bulk in advance, allowing for delays. Trust to continue to ensure additional stocks of liquid soap. All to continue to advise headteacher/ caretaker when soap/handtowels start to run low | | further supplies. Staff to enforce socially distanced toileting. Hand sanitising stations to be in place. | | |
| Accident reporting Covid-19 incidents | Risk of spread of infection to children and staff | <ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance you should contact your competent Health & Safety Adviser. Site Specific H&S Policy and Covid Risk Assessment reflect the change from LGSS to CCC Health & Safety Wellbeing Team. | <ul style="list-style-type: none"> School to ensure confirmed cases reported to Director of Operations and will seek guidance from Health & Safety adviser. | A Weir to liaise with Director of Operations to report possible or actual cases via RIDDOR | As required | |
| Administrative Staff | Risk of spread of infection to children and staff | <ul style="list-style-type: none"> Protective screens are in place in shared office spaces so as to keep social distances and allow school office to function. No hot desk or shared resources. Ensure members of office team are set up to work remotely from home if required Only one member of staff in an administrative area at a time See separate risk assessment | | A Weir to liaise with office staff re socially distant working as required | From 22 nd May | Protective screens in place since June 2020 |

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| <p>Personal Protective Equipment unavailable</p> <p>Infection, Prevention and control</p> | <p>Risk of spread of infection to children and staff</p> <p>Staff PPE provision</p> | <ul style="list-style-type: none"> Gloves are available for staff Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. Staff have access at all times to hot water and soap for hand washing. Appropriate PPE is available where close contact is required with certain pupils, particularly in special schools and settings. Staff dealing with First aid will have access to First Aid grab bags. Please refer to addendum to the Health & Safety Policy - First Aid Requirements The need for PPE will have been assessed through a risk assessment. PPE packs are provided by the LA to be made available for first aid incidents or staff who may have close proximity working Stock of all PPE is retained on site. Regular stock checks continue to be made and levels maintained. Emergency PPE packs continue to be available from the Trust Stock of gloves, disposable aprons on site, masks are issued for First Aid and to anyone who is dealing with a student/staff member who is presenting Corona virus symptoms and is within an area where the social distancing rule cannot be adhered too PPE training link to be completed by all staff who may be required to wear PPE. | <ul style="list-style-type: none"> Refer to https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings https://www.gov.uk/government/publications/safe-working-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings | <p>A Weir to ensure staff are aware of appropriate use of PPE and location of PPE equipment</p> <p>T Chaplin</p> | <p>From May 2020</p> | |
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COVID 19: RISK ASSESSMENT

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| | | | education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe | | | |
| Poor Behaviour | Risk of spread of infection to children and staff | <ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. Risk assessments in place for children with complex needs including challenging behaviour Regular updates and reminders for staff on procedures and expectations of social distancing when in school Behaviour policy to be updated for September 2020 | <ul style="list-style-type: none"> Continue to review RA in light of re-opening and decide if 'reasonable measures' can be taken to ensure pupils follow social distancing guidelines Continue to communicate expectations of behaviour to staff through information pack Continue to provide parents with clear guidance on expectations of pupil behaviour | <p>A Weir to liaise with staff around areas identified in risk assessment and controls put in place</p> <p>A Weir to inform pupils/parents of controls put in place</p> | From September 2020 | |

COVID 19: RISK ASSESSMENT

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| | | | and adherence to social distancing – make it clear that if children are choosing not to comply, they will be asked to collect them | S. Pullen to liaise with staff around plans, protocols and routines for specific individual children | | |
| School Staffroom | Risk of spread of infection to staff | <ul style="list-style-type: none"> • Use of staff room to be staggered in line with children’s lunches and staff provided with allocated outside space or use of the breakfast club area for lunch to avoid sitting in the staff room • Cooking room and meeting room to be set up as temporary alternative staff areas (from January 2021) • Furniture to be set up with appropriate spacing • School to set out handwashing hygiene during use of staff room • Staff are responsible for their own items and putting these in the dishwasher • Staff ideally should stagger their lunch and eat separately, sharing communal spaces with those in their allocated bubble only • Staff requested to bring in own insulated mugs for hot drinks to avoid use of dishwasher • Maximum of 4 members of staff to use staffroom at any one time from the same bubble • 1 member of staff to use the toilets at a time to avoid close contact in enclosed space | | <p>A Weir to timetable staggered lunch breaks for staff and pupils</p> <p>Staff to consider appropriate space to eat or outside if possible</p> | From May 2020 | |

COVID 19: RISK ASSESSMENT

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| Infection control | Staff Pupils Handwashing | <ul style="list-style-type: none"> Staff and pupils have access at all times to water and soap for hand washing. Removal of shared items eg. utensils | | | | |
| Equality Impact Assessment | Staff | <ul style="list-style-type: none"> An equality impact assessment has been completed across the Trust prior to the wider reopening of the school. Risk assessments should be undertaken for each BAME employee according to HR guidance. Anglian Learning HR template will be completed by SLT to identify staff at increased risk from Covid and to ensure necessary individual risk assessments are completed for staff at increased risk. | <ul style="list-style-type: none"> Review risk assessment as guidance changes | Director of HR – Trust Headteacher | September 2020 | |
| Lack of staffing | Pupils | <ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes Define expectations about teaching and learning, how numbers returning each day will be managed to ensure social distancing is maintained The extent to which existing planning, schemes of work will need to be adapted- curriculum offer has been reviewed and guidelines shared with staff Review current risk assessments pupils may have Share behaviour policy addendum to include COVID-19 related incidents Apply social distancing measures where possible, for staff who are working across bubbles Provide support for pupils with special or additional needs <p>Taking into account:</p> | | A Weir (Headteacher) | From September 2020 | |

COVID 19: RISK ASSESSMENT

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| | | <p>-Staff who have underlying medical conditions (as defined in government guidance);</p> <p>-Staff who are self-isolating, and staff on maternity or any other form of leave, and will, therefore, not be available for work;</p> <p>-The availability of supply staff to cover any vacancies or long-term absences</p> | | | | |
| Increased risk of transmission | Pupils as numbers increase | <ul style="list-style-type: none"> • Ensure availability of staff is adequate • Ensure that social distancing measures can be maintained at all times and with the understanding that children, particularly younger children, will find this hard and the ability to maintain their wellbeing may mean that younger children do play alongside others. • Continue to review activities that can be carried out. • Existing individual risk assessments for pupils are reviewed and shared with staff. • The behaviour policy is reviewed to take into account COVID-19, to include the possibility of exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing. • Pupils are prohibited from bringing any unnecessary equipment into the school. They should be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home except reading books. • Following updated guidance from PHE 24/6/2020 mechanical fans can now be used in school. The exception to this is when supervising or dealing with a suspected case of COVID. | | A Weir (Headteacher) | September 2020 | |

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| | | <ul style="list-style-type: none"> Natural ventilation through use of windows and internal doors to be maximised Social distancing measures will continue to be in place as detailed above. Equipment will be sterilised and classrooms will be cleaned between groups accessing the spaces as set out above. Children will be taught in three bubbles (2 class groups in each bubble) with staggered arrival, departure times and breaks. Each bubble will not mix with any other bubble. Classrooms will be arranged with front facing desks Staff will maintain as much distance from pupils as possible | | | | |
| Curriculum considerations | Risk of damage due to emotional and social needs not being addressed or met | <ul style="list-style-type: none"> Rationale for our curriculum approach is outlined in Restore and Thrive: Curriculum considerations document produced by Heads in Anglian learning Trust School will follow our curriculum through the FLAMES lens, reflecting the needs for processing and restoration of social, personal and emotional needs to enable children to be ready and prepared for learning See curriculum rationale document for further information | <ul style="list-style-type: none"> See Curriculum planning- FLAMES document for detail | A Weir to lead All staff to deliver | From July 2020 | |
| Learning inside classroom | Risk of spread of infection to staff and pupils | <ul style="list-style-type: none"> Staff to minimise physical contact with resources and children's books Teachers to be encouraged not to unnecessarily transport books home and to minimise contact for marking Reading focus for children to be communicated electronically if possible. Touching of reading records and home reading books to be minimised through quarantining books for 48 hours on return to school. | <ul style="list-style-type: none"> | A Weir All staff | From September 2020 | |

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| Learning outside the classroom (day trips, etc.) | Risk of spread of infection to staff and pupils | <ul style="list-style-type: none"> Keep children within their consistent group, and the COVID-secure measures in place at the destination Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. | | All staff | September 2020 | |
| Extra-curricular activities (coaches, tutors, after school and breakfast club) | Risk of spread of infection to staff and pupils | <ul style="list-style-type: none"> School to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. School should consider carefully how such arrangements can operate. External coaches, Premier Sports, to provide own Covid risk assessment and adhere to social distancing rules | <ul style="list-style-type: none"> Premier Sports and breakfast club staff to ensure cleaning of equipment between delivered sessions Premier sports coaches and breakfast club staff to ensure that social distancing is encouraged Premier Sports and breakfast club staff to ensure hygiene and handwashing protocols are following in line with school expectations Premier Sports and breakfast club staff to ensure that sharing of resources is limited | Premier sports coaches Breakfast club staff | September 2020 | |

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| | | | <ul style="list-style-type: none"> • Breakfast club children will access the breakfast club area from the dining room external door from the KS1 playground area. • Breakfast club will operate in two socially distanced bubbles within the breakfast club area. • Breakfast club staff will adhere to to same protocols as used during the school day for handwashing, social distancing, limiting use of shared equipment and cleaning of shared equipment. • Leaders to check appropriate procedures are being followed rigorously | | | |
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| Physical activity | Risk of spread of infection to staff and pupils | <ul style="list-style-type: none"> Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Pupils should be kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided. | | All staff | September 2020 | |
| Signage | Risk of spread of infection to staff and pupils | <ul style="list-style-type: none"> Clear signage is provided to inform staff and pupils regarding social distancing, hand cleaning etc. | | Alison Weir/ Tom Chaplin | September 2020 | |

COVID 19: RISK ASSESSMENT

Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)

[Site Operating Procedures](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)